

PERS 72-3362

21 March 1979

MEMORANDUM FOR: Director of Personnel

FROM :
Deputy Director of Personnel for Plans
and Control

SUBJECT : Reorganization of the Interagency Advisory Group
Meetings at the Office of Personnel Management

1. The monthly Interagency Advisory Group meetings of the Office of Personnel Management have been the forum for the past several years where the Directors of Personnel from all Federal agencies regularly meet with OPM officials to discuss issues and topics of common concern in the personnel management and administration area. While not compulsory, the Directors of Personnel were expected to attend these monthly meetings. Fred Janney did not elect to attend and designated that I or members of my staff should attend. Up to now, we have attended these meetings regularly and passed on any pertinent information to the Director of Personnel.

2. The Director of the Office of Personnel Management, Alan Campbell, has now reorganized the IAG whereby instead of holding a single monthly meeting where Directors of Personnel from all agencies attend, there will now be a new series of monthly meetings for four Groupings of agencies with related missions or special concerns. CIA has now been identified with the "National Security and International Affairs Group" and henceforth the Directors of Personnel from these agencies (17 of them) will hold their own separate meeting as will each of the other Groups.

3. In a separate but related action, the OPM has established a new element called the Agency Relations Office which will have OPM representatives specifically designated as contact points for agencies identified with each of the four "Groups". These OPM staff representatives will provide direct contact/assistance points for their agencies to facilitate liaison, resolution of policy questions, provide information, etc.

4. This new alignment of the IAG meetings together with the new OPM Office of Agency Relations should prove more effective and useful than the former plenary sessions of the past several years. However, with

fewer attendees, all with presumably common concerns, more participation and interchange of views on policy or problem issues will be expected and required. In this new setting, the OPM prefers that agency Directors of Personnel attend as the principal so that they can express their official views in discussion.

STAT

5. [] and I attended today's scheduled IAG meeting which was the initial meeting of the "National Security and International Affairs Group". At this session, Ray Jacobson, Assistant Director for Policy Analysis, OPM, chaired the Group meeting and handed out a draft charter proposed for the new Interagency Advisory Group. He asked that the Charter be reviewed*commented upon (if desired). The second topic of discussion was a draft agenda for the annual Personnel Directors Conference to be held at Gettysburg, Pennsylvania on 6-8 May 1979. After some discussion regarding possible optional topics to be considered for the conference the meeting was adjourned.

6. While I had been happy to attend the IAG for Fred Janney in the past and found them informatively useful and worthwhile, I always felt that the Director of Personnel should be the principal Agency representative at these meetings. At this first meeting today of "our" Group it was clear that OPM expects and wants each agency Director of Personnel to attend. The next IAG Group meeting is tentatively set for the 3rd week of April and will be confirmed by memorandum to each Director of Personnel.



STAT

MAY 6 - 8, 1979

SUNDAY, MAY 6

DRAFT

3:00 - 5:00 Registration
5:00 Social Hour
6:00 - 7:00 Dinner
7:30 Welcome, Introductions and Keynote Speech

*{ Delegation ?
Union (Preferred)
Budget (long)
White House*

MONDAY, MAY 7

8:30 - 9:15 Plenary Session Alan K. Campbell, Director, OPM
Personnel Directors in a New Role
9:30 - 12:00 Workshops
Discussion of the Emerging Roles and New Relationships
of Personnel Directors
12:00 - 2:00 Lunch
Luncheon Speaker on Ethics in Government - *Bernie Kable*

2:30 - 5:00 Continue Workshops

TUESDAY, MAY 8

8:30 - 11:00 Workshops
Discussion of CSRA Implementation Issues
11:30 - 12:30 Lunch
12:30 - 1:15 Plenary Session Jule M. Sugarman, Deputy Director, OPM
Uniform Guidelines on Employee Selection Procedures (1978)
1:30 - 3:30 Workshops
Discussion of Guideline Implementation Issues
3:30 - 4:00 Plenary Session
Closing Remarks

DRAFT

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INTERAGENCY ADVISORY GROUP
FOR PERSONNEL POLICY AND OPERATIONS

CHARTER

I. PURPOSE

The Interagency Advisory Group for Personnel Policy and Operations (IAG) is established to provide a mechanism for continuing consultation between the Office of Personnel Management and agencies of the Executive Branch in personnel management policy and operational matters.

The IAG provides a forum for:

- identifying and discussing existing or emerging policy or operational matters that impact on the productivity, effectiveness and accountability of the Federal workforce,
- assessing the implications and potential impact of proposed legislative or executive initiatives bearing on the recruitment and management of the Federal workforce,
- identifying areas in which legislation, executive direction or policy is needed,
- assessing the operational effect of statute, executive direction, policy or regulation on the management of the Federal workforce,
- identifying areas in which deregulation or delegation of authority would contribute to the effective management of the workforce, and

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- providing advice or opinion on prospective personnel management program improvements.

II. MEMBERSHIP

Directors of Personnel of the Departments and Independent Agencies are members of the IAG. These personnel executives should be empowered to act as the official spokespersons for their agencies in IAG deliberations.

III. ORGANIZATION

To encourage agency participation and the free exchange of views on matters of common interest the IAG is organized in four major groups (list attached). Agency membership in each group corresponds to the broad "community of interest" groupings used by the Office of Management and Budget and adopted by the Office of Personnel Management in the Associate Directorship for Agency Relations.

To provide maximum flexibility for the IAG groups to pursue topics of particular interest to them, each group will establish a means for planning its own agenda. However, to insure coverage of topics of interest to all groups an Executive Committee comprised of representatives from each of the four groups will be established.

The Executive Committee will:

- plan the master IAG agenda,
- set the agenda and plan for the annual Personnel Directors conference, and

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- provide guidance and oversight to the IAG Committees.

A. Meetings

The four IAG groups will each meet on a regularly scheduled basis (preferably about once a month). These meetings will be chaired by the Assistant Director for Policy Analysis, OPM, and will be attended by the appropriate Assistant Director for Agency Relations, OPM. The agenda for the meeting of each group will be developed by a Committee of Personnel Directors representing that group.

The full IAG will meet in plenary session when the issues to be presented warrant it or when the Executive Committee so recommends.

Agency line managers will be included in IAG meetings on an ad hoc basis to be sure that their views are heard on matters of particular interest to them.

B. Committees

IAG Committees (list attached) comprised of Personnel Directors or key members of their staffs and chaired by appropriate OPM staff, will study or advise and report on specific program or technical issues.

IV. SECRETARIAT

The Secretariat for the IAG will:

- provide centralized support and services for both group and plenary meetings of the IAG,

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- schedule and support IAG committee meetings and maintain and distribute minutes of Committee meetings or reports of Committee conducted studies, and
- coordinate OPM staff participation in the deliberations of the IAG groups and the committees.

The Assistant Director for Policy Analysis, OPM, will provide leadership and direction to the staff of the Secretariat.

Attachments

ECONOMICS AND GOVERNMENT GROUP

ATTACHMENT 1 (1)

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Agency

Administrative Office of U.S. Courts
Civil Aeronautics Board
Commodity Futures Trading Commission
Congressional Budget Office
Department of Commerce
Department of Housing and Urban Development
Department of Justice
Department of Transportation
Department of Treasury
District of Columbia Government
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Home Loan Bank Board
Federal Maritime Commission
Federal Reserve System
Federal Trade Commission
General Accounting Office
General Services Administration
General Services Administration (Agency Liaison Division)
Government Printing Office
Interstate Commerce Commission
Library of Congress
Merit Systems Protection Board
National Credit Union Administration
National Transportation Safety Board

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Office of Administration (Executive Office of the President)

Office of Personnel Management

Panama Canal Company

Postal Rate Commission

Securities and Exchange Commission

Small Business Administration

United States Supreme Court

United States Tax Court

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~~ARMY RESOURCES, VETERANS, AND LABOR GROUP~~

Agency

Action

Commission on Civil Rights

Community Services Administration

Consumer Product Safety Commission

Department of Health, Education, and Welfare

Department of Labor

Equal Employment Opportunity Commission

Federal Mediation and Conciliation Service

National Endowment for the Arts

National Endowment for the Humanities

National Gallery of Art

National Labor Relations Board

Occupational Safety and Health Review Commission

Pension Benefit Guaranty Corporation

Railroad Retirement Board

Veterans Administration

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NATIONAL SECURITY AND INTERNATIONAL AFFAIRS GROUP

Agency

Agency for International Development

Arms Control and Disarmament Agency

Central Intelligence Agency

Defense Logistics Agency

Department of Air Force

Department of Army

Department of Defense (MRA&L)

Department of Defense (WHS)

Department of Navy

Department of State

Export-Import Bank of the United States

International Communication Agency

International Trade Commission

National Security Agency

Overseas Private Investment Corporation

Selective Service System

Soldiers and Airmens Home

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NATURAL RESOURCES, ENERGY, AND SCIENCE GROUP

Agency

Department of Agriculture

Department of Energy

Department of the Interior

Environmental Protection Agency

Farm Credit Administration

National Aeronautics and Space Administration

National Science Foundation

Nuclear Regulatory Commission

Smithsonian Institution

Tennessee Valley Authority

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INTERAGENCY ADVISORY GROUP
PROGRAM COMMITTEES

- Adverse Actions and Appeals
- Affirmative Employment Programs
- Development and Training
- Executive Personnel
- Federal Personnel Management Information Systems
- Intergovernmental Personnel Programs
- Job Evaluation
- Labor-Management Relations
- Legislative Advisory
- Pay, Leave and Hours of Duty
- Performance Appraisal
- Personnel Management Evaluation
- Personnel Research
- Retirement, Insurance and Occupational Health
- Security and Suitability
- Staffing

☐ UNCLASSIFIED

☐ INTERNAL

☐ CONFIDENTIAL

☐ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Deputy Director of Personnel for Plans
and Control
1006 AMES

EXTENSION

NO.

DATE

29 March 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/Pers
5E-58, Hqs.

2.

3. D/Pers
5E-58, Hqs.

80 MAR 1979

[Handwritten initials]

Please see par 6
Box

4.

5. DD P/C

4/2/79 4/3

[Handwritten initials]

6.

7. Paul

[Handwritten initials]

8.

9. Carol

10.

11.

12.

13.

14.

15.

1-5-

Frank,

I will attend
in the future. Keep
me advised of any
preparation needed etc.

S-7- FYI-

S-9- Plo-file
in our

EAG folder-

[Handwritten initials]

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